

**Division of Information Technology Services  
Department of Administrative Services  
State of Utah**

**March 16, 2002**

## ***State of Utah Email Domain Name Conversion Project***

### **Introduction**

Currently, the default iDomain (Internet domain) name is state.ut.us, we also have several sub iDomains configured such as: das, deq, doh, hs, tax, udc, ws, just to name a few. The sub iDomains are used in conjunction with the default iDomain; i.e. das.state.ut.us, deq.state.ut.us, doh.state.ut.us, etc. The sub iDomains allow duplicate mail ids on the existing system.

The IT directors and the cabinet have expressed a clear preference for a single utah.gov domain without sub iDomains. That being the case it will be necessary for all users to have a unique mail id within the utah.gov iDomain. In order to establish a unique mail id for each user an advisory group consisting of agency IT directors and email administrators have made the following recommendations:

- 1) The GroupWise email id does not need to be the same as the NetWare login id. The mail id is a public statement of identity as associated with the utah.gov brand.
- 2) State employees that have already chosen an email address for utah.gov will be able to retain that email id. The principal exception will be names using an underscore (eg. john\_adams). They will not be maintained.
- 3) We will give all users a choice of new email addresses in this order:

jadams  
jqadams (a choice of middle initial will be given with all options other than #3 to resolve a duplicate)  
john.adams  
johnadams  
johnqadams  
jadams1,2,3..  
jqadams1,2,3..  
johnadams1,2,3..  
johnqadams1,2,3..

Numbers will be used as a last choice and only when necessary to resolve a duplicate.

We will not use:

John  
Quincy  
Adams  
johna  
johnqa  
johnaq  
jquincyadams  
johnquincyadams

- 4) ITS will use an automatic registration program for @utah.gov addressing for a predetermined period of time to allow users who would like to select a new email address the opportunity to do so. The program will display only those choices as listed in item 1. Employees who do not make a selection will be automatically converted with unique email ids based on item 1 choices.

- 5) Agencies will have the option of implementing standardized email id formats for the entire agency (eg. jadams or john.adams).
- 6) The automatic registration program will also allow agency email administrators the opportunity to ensure that all agency users have an email id that is unique within the entire utah.gov domain. Once that process has been completed, all agencies will convert to utah.gov.
- 7) Agencies will maintain their own cross-reference records from the old state.ut.us domain to utah.gov for whatever periods are deemed appropriate by the agency.
- 8) Final timelines for the conversion project will be established in cooperation with agencies but overall conversion to utah.gov will be completed not later than July 1, 2002.